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3 May 1984

MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Director of Information Services  
SUBJECT: OIS Weekly Report (18-24 April 1984)

A. PROGRESS ON ACTION ITEMS

1. The team of three Agency reviewers, including one from OIS's Classification Review Division (CRD), has completed all but 107 archives boxes of the OSS records that were accessioned to the National Archives and Records Service (NARS). The reviewers have been tabbing documents mostly because of foreign liaison connections that should be cleared with the foreign government concerned before the documents are released to the public.

SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Representatives of RMD attended a presentation by a representative of Wallace Computer Services concerning the use of bar codes on courier receipts. RMD has been working with the Mail and Courier Branch, OL, on the use of a bar code system to replace the Agency's obsolescent punched card receipt system. Support was expressed by all attendees and OL management will be asked to consider the procurement of a bar code system.

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2. A representative from DO/IMS met with RMD representatives to discuss problems associated with automated records systems. DO/IMS is interested in the types of problems RMD is experiencing in scheduling machine-readable records, the steps other government agencies have taken to satisfy Federal records retention requirements, and the guidance available from NARS. DO/IMS is exploring the establishment of a Comprehensive Central Collection (CCC) system for all DO operational records. There was a good exchange of ideas for identifying and resolving common problems related to automated systems.

3. Representatives from RMD participated in the DA Career Day Seminar. An upward mobility position in the planned Information Services Center at Ames was explained to attendees. Unfortunately, only three attendees indicated an interest in the OIS position. Attendance at the Seminar was disappointingly low.

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SCHEDULED EVENTS

IS00 inspection resumes on 3 May. (Please refer to OIS Weeklies dated 25 January and 14 and 21 March for earlier reporting on the IS00 Inspection.) A representative of RMD will accompany Mr. Harry Mason, IS00, who will review document classification procedures in the Office of Global Issues, DI. He will also be briefed on the Agency's information security and special security programs in OS.

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